

## Homan Elementary

10621666006290

Principal's Name: Jacqueline Sittre-Price

Principal's Signature: *Jacqueline Sittre - Price*

The Fresno Unified School District Board of Education approved this plan on: May 3, 2017

## **Homan Elementary School Site Council By-laws**

### **Article 1**

The name of this organization shall be  
Homan Elementary School Site Council

### **Article 11**

#### **Role of Council**

The school improvement plan, including a budget, shall be developed and recommended by the School Site Council. The School Site Council, following approval of the school improvement plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to assess periodically the effectiveness of such a program. Modifications or any improvement to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

#### **Role of the Board of Education**

To the extent that these bylaws are silent on an issue, or to the extent these bylaws are ambiguous, the SSC delegates to the Fresno Unified School District Board of Education the authority to interpret the bylaws or adopt appropriate rules in the sole discretion of the Board of Education. To the extent that the SSC fails to perform its duties as set forth in these bylaws, the SSC delegates to the Fresno Unified School District Board of Education the authority to perform those duties on behalf of the SSC.

#### **Code of Conduct**

SSC members shall for Fresno Unified School District's adopted community values. SSC members will adhere to the following:

1. Attend noticed meetings regularly.
2. Follow State and Federal law and guidance and FUSD Board Policy in the development of the site plan and otherwise.
3. Shall follow the site SSC laws.
4. Shall assess consensus of the people who elected them with a method that has been discussed and documented at an SSC meeting on the development of the site single plan for student achievement.
5. Shall conduct all SSC business in a courteous, professional manner.
6. Shall perform their legal duty to develop, monitor and implement the single plan for student achievement site plan. SSC members shall work cooperatively, working speedily to resolve any conflict so as not to jeopardize completion of the site plan.
7. Shall work together to maximize student academic achievement of the state content and performance standards.
8. Shall not use their role as SSC members to unduly influence personnel decisions or assert authority not granted to the SSC under law.

9. Shall not meet together or attempt to reach consensus on issues outside of duly agenda school site council meetings.

## **Article 111**

### **Members**

#### **Section 1- Size and Composition**

**The School Site Council shall be composed of 10 members.**

The needs and resources of the school improvement program require that membership include broad representation of parents, and staff, including all socioeconomic and ethnic groups represented in the school attendance area. Representation on the council shall be: the principal or designated representative, three representatives of teachers selected by teachers at Homan Elementary School, one other school personnel selected by other personnel at Homan Elementary School, five parents of pupils attending Homan Elementary School selected by parents. The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; (b) equal numbers of parents.

Council members representing parents and/or community members may be employees of the Fresno Unified School District but may not serve as a parent representative if employed at Homan Elementary School.

#### **Section 2 -Election Process**

Notices in the major languages represented at Homan will be sent via mail or sent home with the student to the parents, and staff of the site to solicit any nominations including self-nominations for available representative vacancies. A written letter to parents to detail the SSC nomination and election process, role of the SSC, meeting dated, and site plan development will be distributed at the end and beginning of the school year to notify all tracks prior to the final election ballot distribution. Nomination forms will be compiled and distributed via mail and/or carried home by students one week in advance. Nomination forms will also be available in the school office.

One election ballot per parent or legal guardian or certified caretaker will be made available on site only for parent/community representative elections. The polling times will occur over one week's time. Each staff member and student will receive one ballot to elect his or her representatives. Two neutral people shall count ballots. Results shall be posted and announced for all new SSC members. Nominees will be elected in descending order according to the criteria of highest number of votes. The results of all SSC elections shall be recorded in the SSC minutes. Ballots shall be retained for the record in the event of a dispute.

### **Section 3 – Term of Office**

All members of the council shall serve a two-year term. At the conclusion of a member's term, at least one year shall elapse before such member may be selected a new term.

### **Section 4 – Voting Rights**

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the school site council. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

### **Section 5– Termination of Membership**

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected; e.g., a parent becomes employed by Homan Elementary. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of two consecutive meetings. The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

### **Section 6 – Transfer of Membership**

Membership in the School Site Council is not transferable or assignable.

### **Section 7 – Resignation**

Any member may resign by filing a written resignation with the Homan Elementary school site council governing board.

### **Section 8 – Vacancy**

Any vacancy on the council shall be filled for the remained of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection. Every attempt possible will be made to select a replacement based on the ranked election results from the previous SSC member election.

## **ARTICLE IV**

### **Section 1 – Officers**

The officers of the Homan Elementary School Site Council shall be a chairperson, vice-chairperson, secretary, and such other officers, as the council may deem desirable.

## **Section 2 – Election and Term of Office**

The officers of the Homan Elementary School Site Council shall be elected annually and shall serve for a two year term or until each successor has been elected. A letter is sent out annually for new membership.

## **Section 3 – Removal**

Any officer may be removed by a two-thirds vote of the all members sitting on the Homan Elementary School Site Council; the best interest of the council would be served thereby.

## **Section 4 – Vacancy**

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, be filled by the School Site Council for the unexpired portion of the term. Replacement of alternates shall be selected first from the election rankings by appointment and vote of the majority of SSC members present for the remainder of the current school year.

## **Section 5 – Chairperson**

The chairperson shall preside at all meetings of the Homan Elementary School Site Council and may sign all letters, reports, and other communications of the Homan Elementary School Site Council. In addition, shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by Homan Elementary School Site Council from time to time. The chairperson will work with the Principal or designee to develop the meeting agenda. The chairperson facilitates the meeting pursuant to the Code of Conduct adopted by the Board of Education and these bylaws.

## **Section 6 – Vice-Chairperson**

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the Homan Elementary School Site Council.

## **Section 7 – Secretary**

The secretary shall keep the minutes of the meetings, both regular and special, of the Homan Elementary School Site Council and shall promptly transmit to the Fresno Unified School District, and to such other persons as the School Site Council may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with provisions of these bylaws; be custodian of the Homan Elementary School Site Council records; keep a register of the address and telephone

number of each member of the School Site Council which shall be furnished to the secretary by such member; and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the School Site Council.

### **Section 8 – Notification**

Teachers and Community members will be notified of new elections by written notice.

## **ARTICLE V Committees**

### **Section 1- Standing and Special Committees**

The SSC may decide to establish standing or special committees, as it may desire. No special or standing committee may exercise the authority of the SSC. The SSC may also delegate its responsibility to develop the site single plan for student achievement at a regular SSC meeting to a Leadership Team composed of teachers, other staff, parents, and students as appropriate. The leadership Team shall report their plans, concerns and next steps for the draft of the Single Plan for Student Achievement at each SSC meeting.

### **Section 2 -Membership**

Unless otherwise specified by the SSC in its decision to establish committees, the chairperson and principal shall appoint the members of the various subcommittees from a list of volunteers.

### **Section 3-Term of Office**

The SSC shall specify in the minutes the term of office for each committee appointment.

### **Section 4-Rules**

Each committee may adopt rules for its conduct consistent with these bylaws, state law, guidance or FUSD Board Policy regulating SSC. The SSC in its decision to establish such committees shall specify details of when and how the committee shall report to the SSC.

### **Section 5-Quorum**

A simple majority of members present constitute a quorum to conduct the meeting of the subcommittee.

## **Article VI Meetings**

### **Section 1 – Regular Meetings**

The Homan School Site Council shall meet a minimum of four times per year. All community members can provide input at regular meetings.

### **Section 2 – Special Meetings**

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

### **Section 3 – Place of Meetings**

The Homan Elementary School Site council shall hold its meetings and its special meetings in the Library or a designated room that can be readily accessible by all members of the public, including handicapped person.

### **Section 4- Notice of Meetings**

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting. Any change in the established date, time, or location. All special meetings shall be publicized. Any required notice shall be in writing or telephone. Meetings are posted on the parent board and in the weekly newsletter.

### **Section 5 – Decisions of the School Site Council**

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

### **Section 6 – Quorum**

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the Homan Elementary School Site Council. No decision of the School Site Council shall be valid unless a majority of the members then holding office concur therein by their votes.

### **Section 7 – Conduct of Meetings**

All regular and special meeting of the Homan Elementary School Site Council shall be conducted in accordance with **Robert's Rules of Order** or in accordance with an appropriate adaptation thereof. If needed a mediator from State and Federal will be called upon. Every member will be civil and respect others opinions.

### **Section 8- Decisions of SSC**

The SSC members as elected representatives will use the following process in their decision-making:

1. Determine in each fall whether they themselves will write the site plan or delegate it to a Leadership team composed of teachers, other staff, and parents.
2. Determine in the fall, how each representative group (parents, teachers, students, other staff) will assess the consensus of the people who elected them on matters of significant impact to the school community. The Principal shall assist representatives to develop and implement their plan to assess their constituency. The plan shall become part of the public record in the school minutes and other community groups will be notified.
3. No items may be voted on by the SSC in any meetings unless noticed in the written agenda 72 hours in advance of the meeting. In the event of an unavoidable emergency as defined by SB 355 the SSC may vote on an item that needs immediate attention.
4. The SSC members shall vote for the site plan in accordance with their constituency.
5. All decisions of the SSC shall be made only after an affirmative vote of a majority of its members in attendance, provided there is a quorum.
6. In the event of a split vote on the site plan, the SSC with the assistance of the Principal and district personnel, shall make every attempt to develop a community process to clarify, modify and unify the members of the SSC to recommend a site plan that the school community can live with.
7. If District administration has submitted a model plan to a SSC, including a single plan for student achievement or any other site-based plan, and if a School Site Council has not recommended changes to that plan at or before the second to last Board meeting of each school year or otherwise not timely submitted a different plan to the Board for approval at or before the second to last regularly scheduled Board meeting of each school year, the SSC shall be deemed to have adopted and approved the plan submitted by District administration as its own.

### **Section 9-Meetings Open to the Public**

All regular and special meetings of the Homan Elementary School Site Council and of its standing or special committees shall be open at all time to the public. The SSC shall provide for a scheduled period on the agenda for public comments. There will be a 5-minute limit per speaker within the allocated time frame for the public. The public may also submit any concerns in writing. In the event of a public disruption to the meeting, the SSC chair may request a privileged motion to clear the room for a break. Should the disruption continue, the chair may ask the Principal to use Ed Code provisions to request those who are disruptive to leave the campus.

## **ARTICLE VII**

### **Role of English Language Advisory Committee**

#### **Section 1 – Special Circumstances**

The Homan Elementary School Site Council may elect to make the English Language Advisory Committee a part of the School Site Council.

### **Section 2 – Size and Composition of the ELAC**

The composition of the English Language Advisory Committee as a part of the School Site Council will be a minimum of one person from ELAC established at Homan Elementary School.

### **Section 3 – Rights and Privileges**

The ELAC member or members elected to the School Site Council by the English Language Advisory Committee will have voting rights, and all other rights and privileges fully accorded to the School Site Council.

## **ARTICLE VIII Procedural Process**

### **Section 1 – Representation**

Teachers on the council represent the teaching staff, the parents represent the parents of the community and classified and other community members represent the support staff. Members will meet with their parties on a regular basis through staff and parent meetings to inform the community of school site decisions. The SSC agenda is posted 72 hours prior to a meeting and in the weekly newsletter to encourage all community members to attend.

### **Section 2 – Delegation of SSC to Leadership**

The School Site Council members may elect to delegate the responsibility of writing the school site plan to the leadership team that includes: staff, parents and teachers. This will be voted upon and documented in the school site council meeting minutes. The leadership will report to the school site council when needed.

## **ARTICLE IX Amending the By-laws**

These bylaws shall be reviewed annually by the SSC, and annually presented to the Board of Education for approval as part of the site plan approval process. Proposed changes shall be posted and subject to public discussion at least one meeting prior the SSC taking action. An amendment of a constitution or by-laws, or rules or order of business, previously adopted requires a two-thirds vote; but an amendment of that amendment requires only a majority vote. When a motion or resolution is under

consideration only one amendment is considered at a time. Bylaw revision shall be placed on a written agenda. Should SSC members be unable to agree on bylaw adoption, or otherwise fail to present compliant bylaws to the Board annually as part of the site plan approval process, the SSC hereby adopts the model bylaws proposed by the Board of Education in effect on June 30 of that year.

### **Section 1 – Forms**

An amendment may be in any of the following forms: (a) to insert or add; (b) to strike out; (c) to strike out and insert, or substitute, as it is called, when an entire paragraph or resolution is struck out and another is inserted.

### **Section 2 – Motion to Amend**

The motion to amend is made in form similar to this. “I move to amend the resolution by inserting the word ‘ver’ before the word ‘good’.

### **Section 3 – Accessibility of Bylaws**

Bylaws shall be translated for accessibility to the major language groups represented in the school community. They shall be available at every SSC meeting and to members of the public upon request.

## Homan Elementary School Title I Parent Involvement Policy

Homan recognizes that parents are their children's first and most influential teacher and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment.

Homan, with input from their Title I parents, has developed and distributed the Title I Parent Involvement Policy. The policy includes four dimensions:

- Policy involvement
- Shared responsibilities for High Academic Achievement
- Building capacity for involvement
- Accessibility

This policy will be updated annually to meet the changing needs of parents and the school.

### **Policy Involvement**

- Homan will convene Title I Parent Meetings to review, revise and comment on the following items:
  - Site level Parent Involvement Policy
  - School Parent Compact
  - Single Plan for Student Achievement (SPSA)
  - Title I requirements, involvement rights, and programs offered at the site
  - State adopted ELA/Math curriculum, academic assessment tools and proficiency levels of student achievement at the site
  - Parent survey results related to the academic programs and learning environment at the site
  - Parent involvement opportunities for helping children succeed
  - Parent recommended meetings with flexible dates and times supported by funding for transportation, child care and/or home visits from Home School Liaisons when available.
  - Parent requested meetings related to the educational decisions for their children

### **Shared Responsibilities for High Student Academic Achievement**

- Staff/Student/Parent Compact – the jointly developed School-Parent compact will identify staff-parent strategies that best support student academic achievement. This compact will be widely distributed to all students, staff and parents of Title I students. The Compact describes and defines the following:
  - The school's responsibilities in providing high quality curriculum and instruction in a supportive learning environment
  - Parent and student responsibilities promoting improved academic learning
  - Effective and ongoing communication methods between parents and teachers

**Building Capacity**

- During Back to School and Parent Conferences teachers will inform parents about curriculum content, achievement standards, assessment results and monitoring student progress
- Parents will be provided with requested training and materials helping to improve their children’s achievement
- Teachers and other staff members will be trained on working with parents as equal partners and building ties between parents and the school
- Teachers will inform parents and students about individual goals based on local and state assessment results
- Homan will provide opportunities for parents to volunteer and participate in their child’s classroom.
- Parents will be encouraged to participate in school activities through memos, weekly letters, surveys, email, Teleparent and flyers. Information will be provided in a language and format parents can understand.
- Examples of programs and activities at <school> that encourage parent participation in the education of their children, include the following:

- ◆ *English Language Advisory Council*
- ◆ *School Site Council*
- ◆ *District Sponsored Kids First Festival*
- ◆ *Parent Training—PIQE, Parent University*
- ◆ *Back to School Night*
- ◆ *Open House*
- ◆ *Parent/Staff Coffee Hour*
- ◆ *Classroom Participation*
- ◆
- ◆

**Examples only:**  
Refer to site SPSA for  
specific items

**Accessibility**

- Homan will provide opportunities for full participation to parents with limited English proficiency, parents of migrant children and parents with disabilities. School information and required reports will be provided in a format and, to the extent practicable, in a language, such parents understand.

FRESNO UNIFIED SCHOOL DISTRICT  
Staff/Student/Parent Compact  
**HOMAN ELEMENTARY**

**Staff Section:**

I understand the importance of the school experience to every student and my role as an educator. Therefore, I will voluntarily:

- ◆ Foster/encourage parent/teacher partnerships
- ◆ Receive training in strategies to effectively communicate with parents
- ◆ Teach California adopted grade level standards, skills, and concepts that provide high quality curriculum instruction in a supportive and effective learning environment
- ◆ Strive to address the individual needs of your child
- ◆ Communicate with you regarding your child's progress
- ◆ Provide a safe, positive and healthy learning environment for your child
- ◆ Communicate homework and classroom expectations
- ◆ Correct and return appropriate work in a timely manner
- ◆ Support your child's primary language and culture
- ◆ Show respect to self and others at all times
- ◆ Provide opportunities for parents to volunteer, participate and observe in child's classroom

**Student Section:**

I know that my education is important and that I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Attend school every day on time and ready to learn
- Review my class work with my parent(s) weekly
- Return completed homework on time
- Follow school rules and be responsible for my own behavior at all times
- Ask for help when needed
- Show respect to self and others at all times

**Parent Section:**

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will voluntarily:

- ◆ Foster/encourage parent/teacher partnerships
- ◆ Attend Back to School event, Parent/Teacher conferences, Open House, and other events
- ◆ Encourage my child to engage in reading activities for at least 20 minutes every day
- ◆ Provide a quiet place/time for my child to complete his/her homework
- ◆ Make sure my child gets adequate sleep and has a healthy diet
- ◆ Adhere to the school's homework, discipline, dress code and attendance policies
- ◆ Participate in district opportunities for parenting training
- ◆ Support all elements of the Parent Involvement Policy adopted by the FUSD School Board.
- ◆ Show respect to self and others at all times

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Student

Date

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Parent

Date

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Staff/Teacher

Date